

May 2, 2014

**Notice of Vacancy
Bay County – Register of Deeds
Overview, Selection Process, Job Description, and Qualifications**

Overview

With the announcement that Bay County's Register of Deeds Victoria Roupe is retiring in June, a selection committee is seeking applications to fill the vacancy. Roupe, who was re-elected to a four-year term in 2012, has decided to retire prior to the expiration of her term. Her last day is expected to be June 13, 2014. This appointment is through December 2016, when it is subject to a countywide General Election.

Selection Process

MCL 168.209 (2) directs that if a vacancy occurs in an elective or appointive county office, it shall be filled by a predetermined committee of 3 county elected officials. By virtue of their office, Probate Judge Karen Tighe, Prosecutor Kurt Asbury, and County Clerk Cynthia Luczak have scheduled a public meeting on May 9, 2014 at 8:30 a.m. in the Mediation Room of the Bay County Courthouse in accordance with Michigan's Open Meeting Act to discuss the selection and interview process.

General Job Description

The Register of Deeds is responsible for recording, indexing and maintaining the records of all deeds, mortgages, liens, and other legal documents affecting real estate in Bay County, along with many other miscellaneous legal documents. The Register's office provides customer service to the residents of Bay County as well as many businesses (credit bureaus, lending institutions, attorneys, title companies, insurance companies, realtors, etc.) in the county and surrounding areas. Some of the services, in addition to the daily customer service provided by the Register of Deeds office are: typed lien searches, typed UCC searches, record copying and mortgage reporting. Implementation of e-recording software is expected to be directed by the state in the near future.

Qualifications

- Experience in Microsoft Office Suite and Word Perfect
- Familiarity with titles, abstracts, deeds, mortgages, and other documents of conveyance.
- Supervisory experience highly desired
- Familiar with financial processes such as preparing daily deposits, reconciling books and balancing with Treasurer's office.
- Ability to type, proofread and perform accurate work.
- Maintain two budgets
- Experience in software implementation desired
- Knowledge of and compliance with all state laws
- Interface with public
- Serves as Chair of the Plat Board
- Ability to review plat maps/mineral rights records

Physical Requirements with or without accommodations

Applicants must have visual acuity sufficient to read old documents. Michigan operator's license required. Standing up to 25% of the time. Some bending and lifting material weighing 15-20 pounds occasionally.

Applications will be accepted until Tuesday, May 20, 2014, 5 p.m. Interviews of qualified candidates will be conducted in late May or early June. Potential applicants are instructed to send a resume with qualifications to the Bay County Personnel Director, Tim Quinn, 515 Center Avenue, Bay City, MI 48708. Applicants may also apply on-line at www.baycounty-mi.gov .

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, MARITAL STATUS, PHYSICAL OR MENTAL LIMITATION, FAMILIAL STATUS, SEXUAL ORIENTATION, OR GENDER IDENTITY/EXPRESSION."